

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-RM-FC P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 37-1-6

31 March 1993

Financial Administration
TIME AND ATTENDANCE REPORTING

1. Purpose. To disseminate policy and procedures for District time and attendance reporting.
2. Applicability. This regulation applies to all District components.
3. References.
 - a. ER 37-1-20, Timekeeping Pay & Leave Accounting Procedures dated 1 May 1981.
 - b. SADVR 690-1-13, Overtime, dated 14 Mar 1986.
 - c. SAS Suppl. 1 to SADvR 690-1-13, dated 15 Jul 1987.
 - d. AR 37-105, Finance and Accounting for Installations: Civilian Pay Procedures, dated 4 May 1987.
4. Procedures. Time and Attendance data should be entered in CETAL (CORPS Of Engineers Time and Labor) daily but not later than the first work day following the day of duty performed or absence.
 - a. Periods of leave are initialed by team members on Certified Time and Attendance Reports. If the team member is not available to initial Certified Time and Attendance Report, then an SF 71 (Application of Leave) must be submitted.
 - b. Actual clock hours for leave used in less than 8 hour increments must be posted in the REMARKS area on the Time and Attendance Report. (See para 7c.).

c. Certified Time and Attendance Reports must be submitted to the Payroll Liaison Officer (PLO) for verification of certification and transmitted to the payroll office in sufficient time to be received no later than the Thursday following the end of the pay period. This is necessary in order to support the certification and disbursement of the payroll. Certified Time and Attendance Reports should be hand to the Payroll Liaison Officer. Do not staple Certified Time and Attendance Reports.

d. Only supervisors, those acting for the supervisor, designated alternate, or higher supervisor may certify Time and Attendance Reports.

e. Supervisors may not certify their own Time and Attendance Report.

f. Timekeepers cannot certify their own Time and Attendance Reports. Timekeepers may maintain their own Time and Attendance Reports and run their own certified reports, provided that is certified (signed) by their supervisor.

g. Team members are responsible for immediately notifying their PLO of incorrect information contained on the leave report or their leave and earnings statement.

5. Review of Time and Attendance Reports.

a. At the end of the pay period, timekeepers should ensure the accuracy of the time and attendance by printing and reviewing the non-certified reports. By following this procedure, the need to change time and attendance with ENG Form 4091, Employee Pay & Leave Record Adjustment or Correction, after certified reports are printed should be minimal.

b. The supervisor will sign each Time and Attendance Report certifying that:

- (1) Attendance and absences are correct.
- (2) Absences were approved.
- (3) Overtime was approved.
- (4) Team member is entitled to pay for hours shown for various categories.
- (5) Tour of duty or shift stated is a regularly scheduled tour of duty or shift.

(6) All entries are supported by required documentation.

c. Supervisors must document the reasons for persons using annual leave in the week which overtime is worked. The approved DA Form 5172-R, Request, Authorization and Report of Overtime, will be maintained by originating office for retention and review for audit purposes along with ENG Form 4704, Alternate work Schedule Time Record, SF 71's and other appropriate leave documents. (See para 6d)

d. All certified Time and Attendance and Labor Reports must be properly signed in black or blue ink by the supervisor before transmittal to the payroll office. A facsimile signature may not be used for the supervisor's signature on a certified report.

e. ER 37-1-20 requires that team members on flexitime sign in and out on ENG Form 4704, to show actual hours worked and any absence during the team members regularly scheduled tour of duty. District policy required that all team members (including those on fixed tour of duty) use the ENG Form 4704 to provide better control and consistency in recordkeeping got audit purposed. Since District Offices have standard lunch breaks between 11:30 a.m. and 1:30 p.m., team members need not sign in and out if the lunch break is taken between those times. Any deviation from the standard lunch period will require the team member to sign in and out. The team member will make any corrections necessary on the ENG Form 4704 by striking through the wrong information, writing in the correction, an initialing the change. Timekeepers will confirm that all signatures required on the ENG Form 4704 are present before filing in the supporting document file.

6. Supervisory Responsibilities.

a. When appointing primary and alternated timekeepers, Division Chiefs should consider the size and location of the office in deciding how many timekeepers are required. Such authority may be redelegated at the discretion of each Chief. All assignments of primary and alternate timekeepers will be made by sending a memorandum to the Chief, Finance and Accounting (F&A) Branch, Resource Management Office (RMO).

b. According to AR 37-105, District officials appointing timekeepers and supervising the timekeeping function will:

(1) Ensure that timekeepers have been properly trained and instructed before they assume their duties.

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(2) Provide timekeepers with sufficient time, equipment, and support, in order to maintain timely and accurate timekeeping, pay and leave records.

(3) Assure that alternate timekeepers are properly trained and receive adequate opportunity to process timekeeping pay and leave reports. Once or more, per quarter, alternate timekeepers should perform the CETAL function in order to maintain their timekeeping skills.

c. Supervisors are responsible for the timely and accurate preparation, certification, and submission of Time and Attendance Reports in accordance with AR 37-105, paragraph 4-11, and ER 37-1-20, paragraph 2-2. (Supervisors should be currently informed as to the attendance or absence of each team member so approval of the Time and Attendance Report is meaningful).

d. Supervisors are responsible for obtaining and maintaining the payroll supporting documents for six years after the end of the leave year in which they occurred.

7. Timekeeper Responsibilities.

a. Timekeeping is a critical function and those personnel chosen must be competent, knowledgeable, and responsible. Reference AR 37-105, Chapter 4, and ER 37-1-20, Chapters 2 and 4. They are expected to maintain complete and accurate Time and Attendance Reports, and act as direct representatives of the supervisor.

b. Timekeepers should be located in the area with the employees whose records they keep, and, if possible, they should have positive, visual knowledge of each team member's presence or absence. However, responsibility for authenticating timekeeping remains with the supervisor.

c. Timekeepers will record the exact time of day of all partial absences from the normal tour of duty in the REMARKS area of the Time and Attendance Report. When a team member is absent for the entire day, the hours absent are not necessary in the REMARKS area.

d. Prior to posting a team member's leave to CETAL, the timekeeper will utilize the CETAL leave report to determine that sufficient leave balances are available to cover leave requested.

8. Responsibility of Payroll Liaison Officer.

a. The Payroll Liaison Officer (PLO) will send each timekeeper a copy of the CETAL leave report after each pay period. The leave report will be reviewed by the timekeeper and supervisor.

b. When information on the leave report is incorrect and cannot be corrected by submitting an ENG Form 4091, the discrepancy will be reported to the PLO in the Finance and Accounting (F&A) Branch, who will aid in resolving the problem.

c. At the start of each calendar year, the PLO will provide the Civilian Payroll Office a list of supervisors and their designated representative authorized to certify Time and Attendance Reports.

d. The Payroll Liaison Officer will periodically conduct "teach, coach, and assist" visits with all timekeepers. These visits will include a review of timekeeper files to ensure compliance with regulations as they relate to recording of hours worked and leave reporting as well as ensuring that all entries are supported by required documentation.

DONALD R. HOLWARTH
Colonel, Corps of Engineers
Commanding

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